

Action Facilities Management, Inc.
Facilities Maintenance
GSA Schedule

FSC Group 03FAC	
Special Item No. 811-002	Complete Facilities Maintenance
Special Item No. 811-003	Complete Facilities Management
Special Item No. 003 97	Ancillary Repair and Alterations
Special Item No. 003-100	Ancillary Supplies and/or Services
Special Item No. 03FAC 500	Order-Level Materials (OLMs)

Federal Supply Service
Authorized Federal Supply Schedule Price List

Contract Number: GS-21F-0009V

Option Period:
November 1, 2019 – October 31, 2024
Action Facilities Management, Inc.

Morgantown, WV Headquarters

115 Malone Drive
Morgantown, WV 26501
Diane Lewis, President & CEO
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Washington, D.C. Office

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Washington, DC 20005
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www.actionfacilities.com

Women Owned Small Business
ISO 9001:2015 Certified

For more information on ordering from Federal Supply Schedules click on FSS Schedules button at fss.gsa.gov

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is <http://www.gsaadvantage.gov>.



COMPANY OVERVIEW

Action Facilities Management, Inc.	
The following information provides basic company information that the government may need for the Sources Sought and AFM company information.	
Company Name	Action Facilities Management, Inc.
Facilities Clearance	Top Secret / SCI
DUNS/CAGE /TIN	DUNS: 129304551 CAGE: 3EET9 TIN: 320062671
Contact Name, Title, Phone Number, Fax Number, and Email: Address; Socio Economic Status(s) under NAICS Code 561210:	Contact Name: Donald Hill III, MBA, PMP Phone Number: (202) 434-8470 Fax Number: (202) 204-6329 Email Address: dhill@actionfacilities.com Socio-Economic Status Under NAICS Code 561210: Woman Owned Small Business (WOSB), Small Business, Small Disadvantaged Business
GSA Schedule Contract Number(s)	GSA Schedule 03-FAC Complete Facilities Maintenance, Complete Facilities Management, Ancillary Repairs Contract Number: GS-21F-0009V GSA Building Management & Operations (BMO) Zone I: Small Business Schedule BMO Contract Number: GS06Q16BQDS102 GSA Building Management & Operations (BMO) Zone 2-6: Small Business Schedule BMO Contract Number: GS06Q16BQDS102
NAICS Codes:	561210: Facilities Management Services 238220: Plumbing, Heating, and Air-Conditioning 238990: All Other Specialty Trades 561710: Exterminating and Pest Control Services 561720: Janitorial Services 561730: Landscaping Services & Snow Removal 541611: Administrative Management and General Management Consulting
Number of AFM Employees	380+

ACTION FACILITIES MANAGEMENT, INC. (AFM) (www.actionfacilities.com) is a **National Award-Winning Woman-Owned Small Business (WOSB)** established in 2001. **AFM provides Top Secret and Secret cleared Facilities Management personnel** to several mission critical installations in Virginia, Washington, D.C. and throughout the U.S. AFM was founded and is led by **Diane Lewis, President and CEO**, who was the *2016 National 8(a) Graduate of the Year, 2013 West Virginia Small Business Person of the Year*, and the *SBA West Virginia District's 2010 Minority Small Business Champion of the Year*. AFM's ability to provide skilled personnel along with innovative technologies has afforded the company a *National Achievement Small Business award* and a *Certificate of Appreciation for Outstanding Performance*, both from the U.S. Department of Homeland Security (DHS), Customs and Border Protection (CBP), for providing high-quality Base Operations and Support Services (BOSS) at the Harpers Ferry, WV Advanced Training Center (1,080,000 sf & 240+ Acres).



AFM's Core Competencies

- Operations and Maintenance (O&M)
- Energy Management
- Warehousing
- Records Management
- Facilities Management
- Mechanical Maintenance
- CMMS Administration
- Administration/Technical Libraries
- Asbestos Containment and Abatement
- Vertical Transportation Maintenance
- Property Management/Disposal
- Building maintenance

AFM minimizes building energy, water, and materials consumption while maintaining a comfortable, safe, and clean environment for building occupants by proper planning, installing, operating, maintaining, and protecting the sophisticated and dynamic systems that create comfortable and efficient facility environments---such as Building Automation Systems (BAS), electrical, mechanical, lighting, air conditioning, low-flow restroom fixtures, heating, security, fire protection, and power generation systems--for a diverse range of businesses, organizations, and government. We provide in-house expertise to save our clients substantial amounts of funds in energy savings annually, and we look forward to providing recommendations on energy and water consumption cost savings to GSA and to engage in a long-term partnership in conservation.

As a direct result of AFM's consistent high-quality performance, AFM has received **multiple succession contracts** from both Government and Commercial clients. We attribute these repeat contracts to our attention to detail, client focus, professional leadership, and dedicated staff within the field. We understand and appreciate the trust our clients place on us, and we work hard to maintain this trust every day.

Corporate Experience

AFM is ideally situated to respond to the most complex Facilities Management challenges. Based on our current and previous relevant experience, we will not only meet but expect to exceed the requirements identified in the GSA Facility Operations, Maintenance, and Repair RFI for the Chet Holifield Federal Building. Further, due to the critical nature of services to be performed under this proposed contract, we understand the essential responsibility of maintaining on-going operations of the facilities. Very few small businesses can meet this challenge, but AFM has demonstrated a successful performance history in executing complex and challenging maintenance and support contracts in a variety of environments. We are including examples of our relevant experience relative to the scope points within the RFI, which demonstrate our capability to successfully execute the performance of this requirement. The examples of recent and relevant experience will demonstrate that AFM possesses a breadth and depth of relevant experience managing federal complexes.

Leveraging Environmentally Sound Business Practices...

"Having worked with Action Facilities Management over the last couple of years, they have focused on leveraging environmentally-sound business practices in addition to providing the highest quality project management to ensure on time, on budget needs-based objectives for the U.S. Customs and Border Protection facility in Harpers Ferry, WV. AFM's team comes from a wide variety of backgrounds. Action Facilities management assists us in the managing of every aspect of our buildings -- both inside and outside. AFM offers a multitude of services to keep our buildings in top condition."

Michael Tepedino, Facility Manager, DHS, U.S. Customs and Border Protection

Over the past 15 years, we have been the **trusted provider of Facility Services** to agencies such as the General Services Administration, Bureau of Alcohol Tobacco & Firearms, Dept. of State, Dept. of Homeland Security, Defense Logistics Agency, Dept. of Labor, the Library of Congress, Centers for Disease Control & Prevention, U.S. Navy, U.S. Army, the Office of Personnel Management, and the FBI a three state 44 building contract for operations and maintenance in the National Capitol Region.

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Escalation

We have agreed with GSA to incorporate an escalation in our prices for each subsequent year. This escalation will allow us to provide cost of living increases to our hard-working employees.

Escalation Rate – Four Percent (4%) per contract year – effective November 1st of each contract year.

Disaster Recovery Clause

AFM is committed to being involved in the Disaster Recovery Clause. We accept the terms of the Disaster Recovery Clause. We feel that our flexibility and responsiveness make this commitment a good decision.

Information for Ordering Activity

- 1a. Table of awarded Special Item Number(s) (SIN) with appropriate cross-reference to item descriptions and awarded price(s): **See Price List.**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply: **Not Applicable (N/A)**
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item: **See Price List.**
2. Maximum order: **\$1,000,000.00**
***If the best value selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor, AFM, for a better price. AFM may: 1) offer a new price for this requirement, 2) offer the lowest price available under this contract, or 3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.**
3. Minimum order: **\$100.00**
4. Geographic coverage (delivery area): **All geographic areas.**
5. Point(s) of production (city, county, and State or foreign country): **AFM’s facility is listed on cover page.**
6. Discount from list prices or statement of net price: **A “Spot Reduction Discount” may be negotiated for orders over the maximum order value. All prices listed herein are net government rates.**
7. Quantity discounts: **volume discount of 0.5% for orders over \$500,000, 0.75% for orders over**



\$750,000 and 1% volume discount for orders over \$1,000,000.

8. Prompt payment terms: **Net 30-days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Accepted**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Accepted**
10. Foreign items (list items by country of origin): **Not Applicable (N/A)**
- 11a. Time of delivery: **30-days after Order or as negotiated at Task Order Level.**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery: **Not Applicable (N/A)**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: **Overnight and 2-day delivery is available if negotiated in order.**
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: **Please contact our representative to affect a faster delivery.**
12. F.O.B. Point(s). **All completed performance will be made FOB destination within Continental United States (CONUS). An additional charge (applicable labor and Joint Travel Regulations (JTR) travel and per diem) will be included in the negotiations of each order, as requested by the Government for URS Federal Technical Services representation for on-site inspection, acceptance testing and/or installations CONUS and Outside Continental United States (OCONUS) shipments made FOB Destination to U.S. Government designed shipping points.**
- 13a. Ordering address(es):
Action Facilities Management, Inc. 115 Malone Drive, Morgantown, WV 26501
- 13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**
14. Payment address(es):
Action Facilities Management, Inc. 115 Malone Drive, Morgantown, WV 26501
15. Warranty provision: **None**
16. Export packing charges, if applicable: **Not Applicable (N/A)**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **None**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **Not Applicable (N/A)**
19. Terms and conditions of installation (if applicable): **Not Applicable (N/A)**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **Not Applicable (N/A)**
- 20a. Terms and conditions for any other services (if applicable): **Not Applicable (N/A)**
21. List of service and distribution points (if applicable): **Not Applicable (N/A)**

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22. List of participating dealers (if applicable): **Not Applicable (N/A)**
23. Preventive maintenance (if applicable): **Not Applicable (N/A)**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **Not Applicable (N/A)**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: **Not Applicable (N/A)**
25. Data Universal Number System (DUNS): **129304551**
26. Notification regarding registration in Central Contractor Registration (CCR) database. **Action Facilities Management, Inc., has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA). Action Facilities Management Inc., verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months; are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer; and are incorporated in this offer by reference (see FAR 4.1201).**
27. Trade Agreements Act (TAA): **TRADE AGREEMENTS CERTIFICATE (MAY 2014)**
- (a) **The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements."**



Labor Categories Descriptions	
Position Title Labor Category/Expertise	Administrative Assistant – Technical 2
Functions and Responsibilities	Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under direct supervision.
Minimum Qualifications	High School Diploma; Entry level position; previous experience may not be required.
Position Title Labor Category/Expertise	Engineer Senior Manager – Professional 4
Functions and Responsibilities	Supports, oversees, and coordinates engineering production activities for an operating unit. Makes decisions and recommendations that are recognized as authoritative. Initiates and maintains contact with senior-level management within the company and is skilled in dispute resolution and negotiation of critical issues. At this level, the individual will have demonstrated understanding of project delivery requirements, creativity, foresight, working with a multidisciplinary team to meet project goals and deliver high-quality technical excellence. Demonstrates mature judgment in anticipating and solving both routine and unusual operations problems, determining operational objectives and requirements, organizing programs and projects, and developing standards and guides.
Minimum Qualifications	Bachelor's degree in related subject. Incumbent generally has advanced degree; Generally, has 13 years of experience, 3 years in a supervisory role; Licensed Professional Engineer, Architect, or Planner. Member of Professional or Technical Society.
Position Title Labor Category/Expertise	Facilities Project Manager – Professional 3
Functions and Responsibilities	Plans, directs, and supervises all operations included in moderately-sized projects with some risk and complexity; moderate financial impact. Manages and leads the overall project and/or team, including all technical, financial, and client satisfaction areas using consistent processes and tools. Works under minimal supervision.
Minimum Qualifications	Bachelor's or advanced degree; 5+ years' task & facilities project management experience; Basic Project Management training.

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Position Title Labor Category/Expertise	Facilities Asst. Project Manager – Professional 2
Functions and Responsibilities	Provide supervision and administrative leadership for facilities and programs during all hours of operation; oversee daily operations management of multiple spaces to ensure a safe and functional environment.
Minimum Qualifications	3+ years supervisory/management experience. Must possess current knowledge of budgeting, negotiating, and regulatory requirements. Requires a comprehensive working knowledge of environmental services functions, including chemicals, tools, HVAC, electrical and equipment used.
Position Title Labor Category/Expertise	Program Manager – Professional 4
Functions and Responsibilities	Plans, directs, and supervises all operations included in moderately-sized projects with some risk and complexity; moderate financial impact. Manages and leads the overall project and/or team, including all technical, financial, and client satisfaction areas using consistent processes. Works under minimal supervision.
Minimum Qualifications	Bachelor's or advanced degree; 5+ years' task & management experience; Basic Project Management training.
Position Title Labor Category/Expertise	Assistant Program Manager – Professional 2
Functions and Responsibilities	Provide supervision and administrative leadership for programs during all hours of operation; oversee daily operations management of multiple spaces to ensure a safe and functional environment.
Minimum Qualifications	3+ years supervisory/management experience. Must possess current knowledge of budgeting, negotiating, and regulatory requirements.
Position Title Labor Category/Expertise	Project Manager – Professional 2
Functions and Responsibilities	Plans, directs, and supervises all operations included in moderately-sized projects with some risk and complexity; moderate financial impact. Manages and leads the overall project and/or team, including all technical, financial, and client satisfaction areas using consistent processes and tools. Works under minimal supervision.
Minimum Qualifications	Bachelor's or advanced degree; 5+ years' task & project management experience; Basic Project Management training.



Position Title Labor Category/Expertise	Carpenter – Technical 2
Functions and Responsibilities	The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Minimum Qualifications	High School Diploma or Equivalent; 3+ years of experience; completion of formal apprenticeship preferred
Position Title Labor Category/Expertise	Electrician – Technical 2
Functions and Responsibilities	An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Minimum Qualifications	High School Diploma or Equivalent; 3+ years of experience; completion of formal apprenticeship preferred
Position Title Labor Category/Expertise	HVAC Technician – Technical 2
Functions and Responsibilities	The Heating, Ventilation, and Air Conditioning Technician installs, modifies and repairs refrigeration - hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to



	1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This person performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems. .
Minimum Qualifications	High School Diploma or Equivalent; 3+ years of experience; completion of formal apprenticeship preferred
Position Title Labor Category/Expertise	Plumber – Technical 2
Functions and Responsibilities	The Plumber / Pipefitter installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe- cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.
Minimum Qualifications	High School Diploma or Equivalent; 3+ years of experience; completion of formal apprenticeship preferred
Position Title Labor Category/Expertise	Laborer – Technical 2
Functions and Responsibilities	The laborer assists one or more workers in the skilled maintenance trades by performing specific or general duties on a project that require lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The

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	kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.
Minimum Qualifications	High School Diploma or Equivalent; 3+ years of experience; completion of formal apprenticeship preferred

JANITOR

The Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

- Workers who specialize in window washing.
- Housekeeping staff who make beds and change linens as a primary responsibility.
- Workers required to disassemble and assemble equipment in order to clean machinery.
- Workers who receive additional compensation to maintain sterile facilities or equipment.

LABORER

The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

GENERAL MAINTENANCE WORKER

The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery. Excluded are: a. Craft workers included in a formal apprenticeship or progression program based on training and experience; b. Skilled craft workers required to demonstrate proficiency in one or more trades; c.



Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

Cleared Custodian:

Job Summary: This position is responsible for performing general cleaning and maintenance of the following areas: Restrooms, offices, food serving areas, lockers, stairs, corridors, lobbies, storage and equipment areas, elevators, and entryways. Quality customer service will be provided to the client at all times. Knowledge or willingness to learn proper cleaning techniques is essential.

Essential Job Functions: Daily job responsibilities to include, but not limited to: Vacuum, sweep and mop flooring and stairs. Clean and sanitize bathrooms and locker rooms. Clean sinks, counter tops, microwaves and refrigerators in break rooms. Spot clean doors, door frames, walls and carpets. Restock supplies in bathrooms, break rooms and common areas. Empty all trash cans and replace liners; clean receptacles as necessary. Pick up all trash and spills for all areas. Dust and clean office desks and furniture. High dust picture frames, window ledges, partitions, file cabinets, door frames and lobbies. Detail vacuum carpet edges, chairs, and furniture. Clean windowsills and windows. Maintain janitor closets in a clean, organized and safe manner. Maintain janitorial equipment in a clean, organized and safe manner. Properly label, dilute and use all required chemicals. Wear proper personal protective equipment at all times. Maintain vending closets in a clean, organized and safe manner. Restock vending machine. Restock vending supplies. Order cleaning and vending supplies as necessary. Perform other routine janitorial duties as assigned.

Required Skills: Good communication and interpersonal skills, Good client/customer service skills, Ability to follow oral and written instructions, Ability to work effectively with a team, Ability to work independently as needed to support the group effort, and Basic knowledge of cleaning products.

Minimum Education Requirements: High School Diploma or Equivalent.

Additional Requirements: Must possess an Active Clearance with the United States Federal Government.

Certifications: U.S. Citizenship

Experience required: 3 Years

Cleared Custodial Supervisor:

Job Summary: In addition to Custodial responsibilities, this position is responsible for the supervision of themselves and/or the supervision of additional custodial personnel. The Custodial supervisor ensures the timely performance of general cleaning and maintenance of the following areas: Restrooms, offices, food serving areas, lockers, stairs, corridors, lobbies, storage and equipment areas, elevators, and entryways. Quality customer service will be provided to the client at all times. Knowledge or willingness to learn proper cleaning techniques is essential.

Essential Job Functions: Daily job responsibilities to include, but not limited to: Supervising Custodians, creating schedules, reporting to Headquarters, Vacuum, sweep and mop flooring and

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stairs. Clean and sanitize bathrooms and locker rooms. Clean sinks, counter tops, microwaves and refrigerators in break rooms. Spot clean doors, door frames, walls and carpets. Restock supplies in bathrooms, break rooms and common areas. Empty all trash cans and replace liners; clean receptacles as necessary. Pick up all trash and spills for all areas. Dust and clean office desks and furniture. High dust picture frames, window ledges, partitions, file cabinets, door frames and lobbies. Detail vacuum carpet edges, chairs, and furniture. Clean windowsills and windows. Maintain janitor closets in a clean, organized and safe manner. Maintain janitorial equipment in a clean, organized and safe manner. Properly label, dilute and use all required chemicals. Wear proper personal protective equipment at all times. Maintain vending closets in a clean, organized and safe manner. Restock vending machine. Restock vending supplies. Order cleaning and vending supplies as necessary. Perform other routine janitorial duties as assigned.

Required Skills: Good communication and interpersonal skills, Good client/customer service skills, Ability to follow oral and written instructions, Ability to work effectively with a team, Ability to work independently as needed to support the group effort, and Basic knowledge of cleaning products.

Minimum Education Requirements: High School Diploma or Equivalent.

Additional Requirements: Must possess an Active Clearance with the United States Federal Government.

Certifications: U.S. Citizenship

Experience Required: 5 Years

Job Descriptions

JANITOR

The Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

- a. Workers who specialize in window washing.
- b. Housekeeping staff who make beds and change linens as a primary responsibility.
- c. Workers required to disassemble and assemble equipment in order to clean machinery.
- d. Workers who receive additional compensation to maintain sterile facilities or equipment.

LABORER

The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers,



moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

GENERAL MAINTENANCE WORKER

The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery. Excluded are: a. Craft workers included in a formal apprenticeship or progression program based on training and experience; b. Skilled craft workers required to demonstrate proficiency in one or more trades; c. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

LAUNDRY TECHNICIAN

The Laundry Technician cleans and keeps in an orderly condition factory working areas and washrooms, linens, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

- a. Workers who specialize in window washing.
- b. Housekeeping staff who make beds and change linens as a primary responsibility.
- c. Workers required to disassemble and assemble equipment in order to clean machinery.
- d. Workers who receive additional compensation to maintain sterile facilities or equipment.

MAID

The Maid cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

- a. Workers who specialize in window washing.
- b. Workers required to disassemble and assemble equipment in order to clean machinery.
- c. Workers who receive additional compensation to maintain sterile facilities or equipment.

LEAD MAID

The Lead Maid cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or



trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. The Lead Maid is a working supervisor and provides oversight to other Maids.

Excluded are:

- a. Workers who specialize in window washing.
- b. Workers required to disassemble and assemble equipment in order to clean machinery.
- c. Workers who receive additional compensation to maintain sterile facilities or equipment.

LEAD JANITOR

The Lead Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. The Lead Janitor is a working supervisor and provides oversight to other janitors.

Excluded are:

- a. Workers who specialize in window washing.
- b. Housekeeping staff who make beds and change linens as a primary responsibility.
- c. Workers required to disassemble and assemble equipment in order to clean machinery.
- d. Workers who receive additional compensation to maintain sterile facilities or equipment.

CLEARED CUSTODIAN

The Cleared Custodian cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. The cleared custodian must possess clearances as specified by the client.

Excluded are:

- a. Workers who specialize in window washing.
- b. Housekeeping staff who make beds and change linens as a primary responsibility.
- c. Workers required to disassemble and assemble equipment in order to clean machinery.
- d. Workers who receive additional compensation to maintain sterile facilities or equipment.

CLEARED CUSTODIAL SUPERVISOR

The Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. The Lead Janitor is a working supervisor and provides oversight to other janitors.

Excluded are:

- a. Workers who specialize in window washing.
- b. Housekeeping staff who make beds and change linens as a primary responsibility.
- c. Workers required to disassemble and assemble equipment in order to clean machinery.



d. Workers who receive additional compensation to maintain sterile facilities or equipment.

SIN Prices – Action Facilities Management Site

GSA Schedule Rates	2019	2020	2021	2022	2023
Janitor	\$27.69	\$28.80	\$29.95	\$31.15	\$32.39
Laborer	\$30.20	\$31.41	\$32.66	\$33.97	\$35.33
Maintenance	\$48.35	\$50.28	\$52.30	\$54.39	\$56.56
Cleared Janitor	\$35.53	\$36.95	\$38.43	\$39.97	\$41.57
Cleared Janitorial Supervisor	\$41.72	\$43.39	\$45.12	\$46.93	\$48.81
Admin. Assistant / Administrator	\$60.43	\$62.85	\$65.36	\$67.98	\$70.69
Engineer Senior Manager	\$164.49	\$171.07	\$177.91	\$185.03	\$192.43
Program Manager	\$174.39	\$181.37	\$188.62	\$196.17	\$204.01
Assistant Program Manager	\$127.43	\$132.53	\$137.83	\$143.34	\$149.08
Project Manager	\$140.44	\$146.06	\$151.90	\$157.98	\$164.29
Carpenter	\$103.80	\$107.95	\$112.27	\$116.76	\$121.43
Electrician	\$151.31	\$157.36	\$163.66	\$170.20	\$177.01
HVAC Technician	\$138.20	\$143.73	\$149.48	\$155.46	\$161.67
Plumber	\$83.24	\$86.57	\$90.03	\$93.63	\$97.38
Laborer	\$84.52	\$87.90	\$91.42	\$95.07	\$98.88

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Janitor	11150 Janitor	2015-4281
Admin. Assistant	01300 – Scheduler, Maintenance	2015-4281
Laborer	23470 - Laborer	2015-4281
Maintenance	23370 - General Maintenance Worker	2015-4281

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).



SIN 003-100: Ancillary Supplies and/or Services

Pricing for supplies and materials will be procured using the following price catalogs with a 4% handling fee:

Corporate Express	
Weiss Bros. of Hagerstown	

AFM's Record of Awards and Recognition. In addition to AFM providing facilities support services to a wide array of federal and commercial entities, the company has a consistent track record of receiving recognition and awards for the firm's performance as an outstanding business and organization. These awards include the following:

AFM is the Proud Recipient of the SBA National 8(a) Graduate of the Year Award 2016



AFM RECORD OF AWARDS AND RECOGNITION

2019 – BUSINESS OF THE YEAR – MORGANTOWN CHAMBER OF COMMERCE
2016 – National 8(a) Graduate of the Year – U.S. Small Business Administration
2016 – Mid-Atlantic Regional 8(a) Graduate of the Year – U.S. Small Business Administration
2016 – West Virginia 8(a) Graduate of the Year – U.S. Small Business Administration
2015 – Minority Contractor of the Year – Level III – Tri-State Minority Supplier Development Council
2014 - Pro-Patria Award for support of Hiring Veteran's presented by National Guard Bureau
2013 – SBA West Virginia Small Business Person of the Year (Diane Lewis)
2011 – Harrison County Outstanding Alumni (Diane Lewis)
2010 – Small Business Administration, Minority Small Business Champion (Diane Lewis)
2008 – Small Business Administration, West Virginia Small Business of the Year (AFM)
2008 – West Virginia Executive Magazine, Young Gun Award (Diane Lewis)
2007 – DHS, U.S. Customs and Border Protection, National Award for Outstanding Achievement (AFM)
2007 – SBA, West Virginia Minority Small Business Person of the Year (D. Lewis)
2006 – U.S. Department of Homeland Security, Small Business Achievement Award (AFM)
2006 – U.S. DHS, Certificate of Appreciation for Outstanding Performance (AFM)
2005 – WV Minority Development Council, Female Entrepreneur of the Year (D. Lewis)



AFM's Clients Comments. Below is a brief review of some of the many positive comments and kudos provided by AFM clients.

WHAT ARE CLIENTS SAYING ABOUT AFM?
<p>"I had to process a contractor performance review known as CPARS for Action Facilities Management. This is for Option Period 1. I had rated your company as Exceptional - Excellent especially in the field of management, and then I submitted it to the GSA contracting officer. It's well deserved."</p> <p>— Ted LoPiccolo, COR, General Services Administration</p>
<p>"Having worked with Action Facilities Management over the last couple of years, they have focused on leveraging environmentally-sound business practices in addition to providing the highest quality project management to ensure on time, on budget needs-based objectives for the U.S. Customs and Border Protection facility in Harpers Ferry, West Virginia. AFM has branched out across a variety of business areas in order to accommodate our varied needs as customers when we need it most: during budget crunches, impossible timelines, or dramatic changes in business environments. AFM's team comes from a wide variety of backgrounds and is engaged in a constant learning process. Action Facilities management assists us in the managing of every aspect of our buildings – both inside and outside. AFM offers a multitude of services to keep our buildings in top condition."</p> <p>— Michael Tepedino, Facility Manager, U.S. Customs and Border Protection</p>
<p>"AFM has provided the smoothest transition I have ever seen for our recent contract changeover... completely seamless"</p> <p>— Chuck O'Meara, Building Manager, Department of State Florida Regional Center</p>
<p>"AFM continues to be a source for technical support and a partner in brainstorming solutions for various scenarios occurring at some of the Office of Legacy Management's site locations. This is the second year in a row that planned costs have been less than budgeted."</p> <p>— DOE Office of Legacy Management Award Fee Letter</p>
<p>"Action Facilities Management (AFM) has exceeded expectations and demonstrated pride of performance and the desire to <i>continually</i> improve the job they do in the buildings under the contract to the Department of State for which I am the Contracting Officers Representative. They received 100% on the most recent annual audit and received praise for their work for various tenants within the facilities they service."</p> <p>— Steve Wabnitz, COR / Supervisory Building Management Specialist, U.S. Department of State</p>

Contact Information

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